

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	Cynffig Comprehensive School
POST:	Relief Sports Hall Assistant
GRADE OF POST:	Grade 3
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

Under the supervision of the Site Manager or Line manager be responsible for supervising the Sports facilities within the school for private hire, security of the premises and ensuring a safe environment

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Carry out key holder duties, lock and unlock school buildings when being used after the school day, weekends and school holidays.
- Carry out routine checks of the site and report or escalate any issues to appropriate person.
- Check premises and facilities for cleanliness.
- Undertake basic record keeping, e.g. bookings.
- Supervise visitors whilst on site to ensure correct conduct and a safe environment.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding



Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

Person Specification

Relief Sports Hall Assistant

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> A good standard of education or an ability to demonstrate competence through experience. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Knowledge of health and safety requirements. 	Yes	Interview, application form, references and selection process.
Skills and Personal Attributes	<ul style="list-style-type: none"> Flexible and can respond to changing circumstances and requirements. Ability to work as part of a team. Ability to communicate clearly and effectively. The ability to communicate through the medium of Welsh. 	Yes	Application form, interview and selection process.